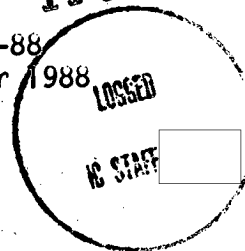


DIRECTOR OF CENTRAL INTELLIGENCE
Intelligence Information Handling Committee
WASHINGTON, DC 20505

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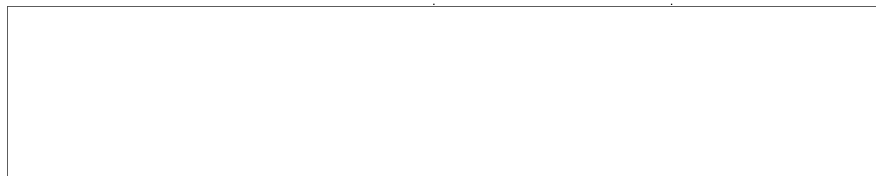
MEMORANDUM FOR: Richard G. Austin
Acting Administrator
General Services Administration

SUBJECT: Letter of Appreciation - Mrs. Peggy Futrell

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1. I would like to express my appreciation to Mrs. Peggy Futrell of the Forms Management Branch for the highly professional work she performed in helping provide security labels for ADP media in support of the U.S. Intelligence Community. Mrs. Futrell worked very closely with my staff and consulted with industry representatives to develop specifications for labels to meet our functional needs. She provided guidance on the overall forms development process and on GSA procedures, thus helping my staff and GSA expedite our request. She also helped expedite the delivery of some labels to selected intelligence organizations by including their orders with GSA's in the procurement process. Most recently, Mrs. Futrell has refined the specifications to take advantage of industry's product improvements and has incorporated them into the newest label contracts to give us better quality, less costly labels.

2. Mrs. Futrell's diligence and attention to detail, as well as her professional manner and attitude have directly resulted in the initiation and successful implementation of a needed security program. Her work has helped foster the marking of classified data processing media in a more consistent manner throughout the U.S. government. My staff and I commend her for a job well done.



Chairman

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